

**Water/Wastewater Commissioners’
Meeting Minutes
October 9, 2012**

Present: Robert E. Courage, Chairman
Dale A. White, Vice-Chairman
David Boucher, Superintendent
Evelyn Gendron
Absent: Michael E. Putnam, Member

Call to Order:

Chairman Courage called the meeting to order at 6:06 p.m.

Decisions:

Approval of Final Minutes – Vice-Chairman White made the motion to approve the minutes of the commissioners’ meeting held September 25, 2012 as amended. Chairman Courage seconded the motion. All voted in favor.

Water Users Fee/Tax Collector’s Warrant – The Commissioners signed this document as presented for the September 2012 Bill Commitment 120928 and for the September 2012 Final Bills issued.

Sewer Users Fee/Tax Collector’s Warrant – The Commissioners signed this document as presented for the September 2012 Bill Commitment 120928 and for the September 2012 Final Bills issued.

Sewer Abatement Credit Request – 19 Lee An Drive – Mrs. Jessica Hardwick, Water Utilities Billing Clerk, explained the history for this billing account. Vice-Chairman White made the motion to approve this sewer abatement request in the amount of \$284.92 on a one-time exception basis for water used for lawn care purposes and is based on the recommendation of Superintendent Boucher since this water used did not enter the sewer system. The amount of usage to be abated is 7,250 cubic feet. Chairman Courage seconded the motion. The motion was unanimously approved.

Sewer Abatement Credit Request – 27 Orchard Street – Mrs. Jessica Hardwick explained the history for this billing account and that the owners had not previously applied for a pool fill credit and had inquired about obtaining a second water meter. Chairman Courage made the motion to approve this sewer abatement request in the amount of \$91.76 on a one-time exception basis for water used for topping off pool due to a pool leak, and is based on the recommendation of Superintendent Boucher. The amount of usage to be abated is 2,335 cubic feet. Vice-Chairman White seconded the motion. The motion was unanimously approved.

Discussion/Information Items:

Water and Sewer Revenue Spreadsheet – The commissioners reviewed the semi-annual spreadsheet prepared by Superintendent Boucher. The January – June 2012 water use total is 18,987,540 cubic feet which amounts to \$524,369.00, and the January – June 2012 sewer use total is 14,204,148 cubic feet

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which amounts to \$533,391.00. Chairman Courage said that the financial statements indicate the sewer collection system expenses are tracking very closely to expectations.

Curtis Well - Scope of Work and Schedule – Superintendent Boucher said the Scope of Work has not yet been received, as Mr. Chris Berg of Wright-Pierce requested VFD details yesterday from the Water Foreman. Superintendent Boucher distributed a CAD drawing dated September 28, 2012 of Curtis Well Process Piping Modifications for the Well House, and explained the current and proposed building reconfigurations, valve and magnetic flow meter update, and plans for the butterfly chemical injection ports. He explained that the “reversal” of process systems is necessary because the meter must sit before the mixer valve. He said that the positions of the majority of the current equipment can be shifted versus replaced; the only new parts will be the mixing valve and the meter. Mr. Boucher explained how the Curtis Well valves will be closed and isolated from the Milford wells and said the Pennichuck water system will be utilized temporarily. Vice-Chairman White asked if the commissioners would have the information necessary to distribute bid documents at the next commissioner’s meeting. Mr. Boucher said yes. Chairman Courage asked if a list of suggested contractors and costs would be provided by Wright-Pierce. Mr. Boucher said yes, and that contractors could be added to the list supplied by Wright-Pierce, and that in-house personnel will perform some of the work.

Septage Receiving Facility – Project Update – Mr. Boucher explained that NH DES representatives observed the septage delivery procedures at the new septage receiving facility, inspected the building, and signed-off on this project as being “substantially complete” as there is still minor work to be done. The signatures indicate the DES involvement with respect to reviewing project paperwork is complete. He said the flow meter did not accurately register the volume of septage and an overhanging structure will be installed onto the building to shade the direct sunlight to facilitate reading the tape printouts and screen displays for the new septage receiving facility. Stantec contacted Weston & Sampson representatives to request their return to correct a wiring issue. Pin numbers and discharge billing cards are being created as haulers arrive to discharge septage and a letter will be drafted explaining the new procedures as well as “split” loads (from six neighboring towns that we currently do not accept septage from) will no longer be allowed until the NH DES contacts these towns and Milford is again state-permitted to accept septage in addition to Wilton. Mr. Boucher distributed a map depicting surrounding towns expected to be accepted at \$80.00 per thousand gallons of septage. Currently the price charged for Milford and Wilton septage is \$70.00 per thousand gallons. Mr. Boucher said that because one of the remedies to meet the Administrative Order regarding copper limits was to discontinue receiving septage from outlying towns, he will send a letter to the EPA formally notifying them that the new septage receiving facility is now on-line to help remove copper from the process. Vice-Chairman White thanked Mr. Boucher for courteously extending an invitation to the Wilton Sewer Commissioners to observe the October 5th trial operation of the new septage receiving facility.

Switchgear – Project Update – Superintendent Boucher distributed the draft scope of work that he received today and said that although he hasn’t yet thoroughly reviewed it, SMR Design will proceed with designing the remainder of the project once they are told these designs are acceptable as part of the bidding documents. He noted that the existing switchgear equipment will be utilized as conduit. An electrician has reviewed the plans and is willing to move wiring to another location within the room and remove the high-power wires prior to the shut-down process, as recommended by SMR Design prior to distributing the bidding documents and receiving solid price quotes from electrical contractors. Mr. Boucher said he has requested a temporary power timeline from SMR Design. He said that Wilson

Technologies performed the wire removal work last year for the clarifier project. Mr. Boucher said he will review this initial switchgear design information and provide additional information to the commissioners at the next meeting, with the goal being to provide bid document details at the next meeting.

Activities Report – The Commissioners reviewed the report.

Miscellaneous Water Utilities Department Project Updates – Chairman Courage explained his recent meeting with Mr. Ronald Peimer, U.S. Homeland Security Protective Advisor, who would return to collect data (to enter into a generic computer model) in order to prepare a site assessment to determine whether Homeland Security Grant Project Funding could be applied to purchase Water Utilities equipment. He said that there would be no “strings attached” with such a grant assessment, information gathered could not be shared with other towns, and homeland security grants would not be on a matching funds basis with the federal government. Mr. Boucher said Mr. Peimer will return for two hours on October 13th. Vice-Chairman White said it would be beneficial if grant funding could be applied to installing fencing around the Curtis Wells. Chairman Courage suggested the Milford Board of Selectmen be kept apprised of Water Utilities projects, noting that the Selectmen discuss a wide variety of topics at their meetings, but may be interested in a semi-formal submission of information as to the Water Utilities accomplishments and goals. Vice-Chairman White offered to submit on a monthly basis a listing of completed projects and projects put out to bid.

Non--Public Session (RSA 91A:3 II (d) Land). Chairman Courage moved to enter into Non-public session at 7:03 p.m. in accordance with RSA 91:A3 II (d). Vice-Chairman White seconded the motion; all voted in favor. Upon exiting the non-public session at 7:28 p.m., Chairman Courage said there were no announcements.

Future Appointments/Meetings:

The next Water and Wastewater Commissioners’ meeting will be held at 6:00 p.m. on Tuesday, October 23, 2012 at the Water Utilities Department, 564 Nashua Street.

Adjournment:

Vice-Chairman White made the motion to adjourn the meeting at 7:28 p.m. Chairman Courage seconded the motion. All voted in favor.

Robert E. Courage, Chairman

Date

Dale A. White, Vice-Chairman

Date